

BRState Software Instructions

Once you have installed the BRState Software open the program. You will a screen similar to this one below. Click on Create a New Report Year to set up the program for the correct reporting year.

BRState Data Entry, Translation, and Reporting System

RCRA Biennial Hazardous Waste Report Data

Jennifer's data

Preparing a 2009 report to submit to your State?
Click each of these buttons starting at the top.

Double-Click the Year to Enter Data >

Check Your Submission for Errors

Print Your Report (SI required)

Create Your Electronic Report Disk

Want to analyze or report on your data?

Summaries and FOIA Reports, WR lists

Counts of Reporters/Wastes/Etc.

Lists of GenerationTotals by Handler ?

SITE DETAILS ?

2007 Report Data
2009 Report Data
2010 Report Data

Create a New Report ?
Double-click the Year above to Add, Find, View, or Edit Forms

Install Update

How Do I?

? = Help

Codes

STATE UTILITIES (Import Export) ?

STATE Set Up User and Report Options ?

BROWSE

EXIT

2. This should be your reporting year.

1. Click here to create your reporting year.

This is the main (start up) screen.

To set up your user and report options click on the "STATE Set Up User and Report Options."

“STATE Set Up User and Report Options. “

The screenshot shows the 'BRState Program Options' window. It includes fields for 'Organization Name' (Jennifer's data), 'Primary Origin State' (CA), 'Notify report submittal to EMAIL:' (CNelson@dtsc.ca.gov), 'Region and Statelist (opt.)' (9), 'Exempt Systems List' ('M121','M135','M136'), 'Transfer Origin Type' (R), 'Base Data Path' (N:\BRS_REPORT\BRDATA\JENNIFER\), 'Temporary (work files) Path' (N:\BRS_REPORT\BRDATA\JENNIFER\), 'Usual Export Path' (N:\BRS_REPORT\BRDATA\BRSTOCAROLYNFROMJENNIFER\), 'Usual Import Path' (N:\BRS_REPORT\BRDATA\JENNIFER\BRSTATE\), and 'Use/Require' checkboxes (Form, Source, Origin, System, SIC, State Waste, Codes, Read Only, Form OI Required by State, All SI Required by State). Red arrows point from callout boxes to these fields.

Enter Organization Name Here

Select CA

This should be where your files are stored.

This is where you want the files to be sent.

This is where your data is retrieved from.

You will use this screen to set your export and import paths. Enter your organization's name and select CA for your state.

Make sure that all the fields checked on the screen above are checked on your version of the software. Once you are done click "Save/Exit" to take you back to the main screen.

Entering your Data

Once you have set up your software you can start entering the data for your report.

1. Double click on the reporting year; it will take you to a screen like the one below. Enter your EPA ID number and click "Save/Continue"

Enter the new site's EPA ID Number

Site EPA ID Number:

Site ID Form (Status/Address Tab)

Site Identification Form - Notification of Regulated Waste Activity (8700-12) after 1/1/2009

EPA ID: Change ID State: AA For Year: 2010

Site Name:

Status/Address Site Information Owner/Operator Activities Waste/Certify

Reason(s) for Submittal

☒ As a Hazardous Waste Report.

☒ To provide subsequent notification

☒ Federal Required Report (LQG or TSD in report year)

Present RCRA Generator Status

Federal Generator Status NOW: ☒ LQG ☐ SQG ☐ CESQG ☐ Non-Generator

State Generator Status:

Location: Street Number Street Name/ Building/ Directions/ etc.

Address:

City: State: AA Zip:

County: Number: State Environmental District:

Mail: Street Number Street Name/ P.O. Box/ Mail Station/ etc.

Address: (Line 1) (Line 2)

City: State: AA Zip:

Country: Blank = USA Received Date: / /

Click these buttons to ADD or EDIT FORMS or run REPORTS

1. Enter the Site Name
2. Check "As a Hazardous Waste Report"
3. Check "To provide subsequent notification"
4. Check "Federal Required Report (LQG or TSD in report year)"
5. Select "LQG" as your Federal Generator Status NOW
6. Select "1" for your State Generator Status
7. Enter the site's Physical Address including zip code.
8. Enter the site's mailing address with zip code.

Site ID Form (Site Information Tab)

Site Identification Form - Notification of Regulated Waste Activity (8700-12) after 1/1/2009

EPA ID: AA0000000000 Change ID State: AA For Year: 2010

Site Name:

Status/Address Site Information Owner/Operator Activities Waste/Certify

All data entered is the information valid at the date of submission (now) - not necessarily in the report year or in the future.

Land Type: ☐ Private ☐ County ☐ District ☐ Federal ☐ Indian ☐ Municipal ☐ State ☐ Other required

North American Industrial Classification System (NAICS) codes (at least 1 required)

Main RCRA Issues Contact for this Facility: (First, M.I., Last) vcard Find by Contact

Contact: Title: Same as Mail Same as Location

Address: City: State: Zip: -

Country: Blank = USA Fax: () -

Email: Phone: - Ext: -

Click these buttons to ADD or EDIT FORMS or run REPORTS GM Generation/Management WR Waste Received OI Offsite IDs EXIT

1. Select the Land Type
2. Either enter your NAICS code or choose from the drop down box. If you don't know your NAICS code you can find it at www.NAICS.com
3. Enter the Site Contact information
4. Enter the address for the site contact, fax number is optional
5. Email is optional
6. Enter the contact's phone number

Site ID Form (Owner/Operator Tab)

Site Identification Form - Notification of Regulated Waste Activity (8700-12) after 1/1/2009

EPA ID: AA0000000000 Change ID State: AA For Year: 2010

Site Name:

Status/Address Site Information **Owner/Operator** Activities Waste/Certify

Owners/operators at the date of submission (now) - not previous or future.

Property Owner(s): (Address required for notification and BR)

Real Property Owner Name: Begin Date: Type:

Add an Owner Select an Owner above first then: Edit Delete

Facility Business Operator(s): (1 required for notification and BR - address optional)

Facility Operator Name: Begin Date: Type:

Add an Operator Select an Operator above first then: Edit Delete

Click these buttons to ADD or EDIT FORMS or run REPORTS GM Generation/Management WR Waste Received OI Offsite IDs EXIT

Find ADD a Report Save Changes Undo Copy to new ID Delete Print Help Check Summary ID Filter Add to Filter PDF Instructions

1. Click on "Add an Owner"
2. Enter the information for the owner in the screen pictured below. Name, Date, Type, Address, Zip Code, and Phone number are required.
3. Enter the Operator information. Name, Date, and Type are required.

Site Identification Form - Notification of Regulated Waste Activity (8700-12) after 1/1/2009

Add/Change Owner Name and Address

Owner

Name: ABC Date Became: 01/01/2000

Type: ☒ Private ☐ County ☐ District ☐ Federal ☐ Indian ☐ Municipal ☐ State ☐ Other

Owner

Street Number Street Name/etc. Same as Mail Same as Location

Address: 123 ABC

City: SACRAMENTO State: CA Zip: 95814

Country: Blank = USA

Phone: () - Same as Contact ☐ NEW Owner/Operator?

Email:

Notes:

Delete this OWNER Discard Changes Save/Continue

Find ADD a Report Save Changes Undo Copy to new ID Delete Print Help Check Summary

Site ID Form (Activities Tab)

Site Identification Form - Notification of Regulated Waste Activity (8700.12) after 1/1/2009

EPA ID: AA0000000000 Change ID State: AA For Year: 2010

Site Name:

Status/Address Site Information Owner/Operator **Activities** Waste/Certify

A. Hazardous Waste Activities (check ALL that apply - notification or Biennial Report)

CURRENT Federal Generator Status: ☒ LQG ☐ SQG ☐ CESQG ☐ Non-Generator State:

☐ Short-Term Generator ☐ Importer of Hazardous Waste ☐ Mixed Waste (hazardous + radioactive)

Transporter/TSDF The site status at the date of this report (8700-12) submission (now) - not previous or future.

☐ Licensed Transporter of Hazardous Waste ☐ Transfer Facility (at your site)

☐ Treater, Storer, or Disposer of Haz. Waste ☐ Recycler of Hazardous Waste (at your site)

Exempt Boiler and/or Industrial Furnace

☐ Small Quantity On-site Burner Exemption ☐ Smelting, Melting, Refining Furnace Exemption

☐ Underground Injection Control ☐ Receives Hazardous Waste from Off-site

B. Universal Waste Activities > 5000 KG (Large Quantity Handler only) Accumulated

Batteries	
Pesticides	
Mercury containing equipment	
Lamps	

Select above then click->

☐ Destination Facility for Universal Waste

C. Used Oil Activities Notification

Used Oil Transporter

☐ Transporter ☐ Transfer Facility

Used Oil Processor and/or Re-refiner

☐ Processor ☐ Re-refiner

Off-Specification Used Oil Burner

Used Oil Fuel Marketer

☐ Marketer of Off-Specification Used Oil ☐ Marketer of On-Specification Used Oil

Find ADD a Report Save Changes Undo Copy to new ID Delete Print Help Check Summary ID Filter Add to Filter PDF Instructions

Click these buttons to ADD or EDIT FORMS or run REPORTS GM Generation/Management WR Waste Received OI Offsite IDs EXIT

1. Make sure "LQG" is selected.
2. Make sure "1" is selected for State:
3. If you are a Short-Term Generator check that box (one-time clean up)
4. "Treater, Storer, or Disposer of Haz. Waste" should only be checked if you are a permitted Treatment, Storage or Disposal Facility.

Site ID Form (Waste/Certify Tab)

Site Identification Form - Notification of Regulated Waste Activity (8700-12) after 1/1/2009

EPA ID: CA0000000000 Change ID State: CA For Year: 2010

Site Name: ABC

Status/Address **Site Information** **Owner/Operator** **Activities** **Waste/Certify**

Waste codes generated now and in the future - not necessarily the report year waste.

EPA Waste Codes D001

EPA or State is required for Gen/TSD/Transport

State Waste Codes 121

COMMENTS <- Click the COMMENTS button for more than 250 characters of comments.

Certified: Signed by (First, Last) Title Date

ABC DEF PRESIDENT 12/02/2010

Add a Certifier Select a certifier above first then: Edit Delete

Report completed by: Phone: () -

E-Mail:

Data Entered by: Same Date: 12/02/2010

When you have completed the Site Identification Form, Click on the buttons below to complete form(s) GM, WR, and OI

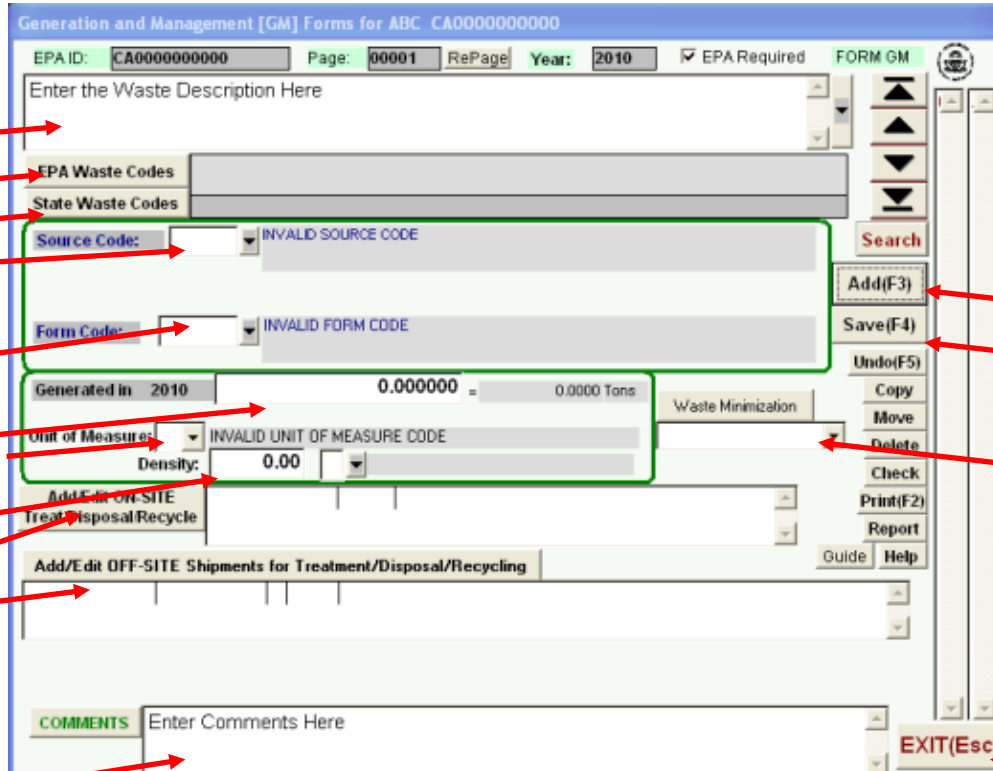
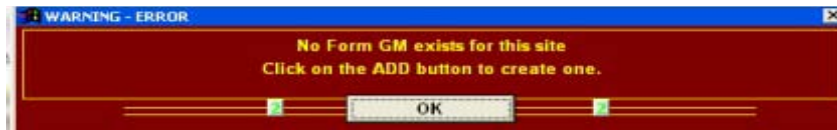
Click these buttons to ADD or EDIT FORMS or run REPORTS GM Generation/Management WR Waste Received OI Offsite IDs EXIT

ADD a Report Save Changes Undo Copy to new ID Delete Print Help Check Summary ID Filter Add to Filter PDF Instructions

1. Click "EPA Waste Codes", you must enter at least 1 waste code here.
2. Click "State Waste Codes", you must enter at least 1 waste code here.
3. If you checked "Short-Term Generator" you must provide a short explanation of why you generated waste.
4. Click "Add Certifier" You must fill in the name, title, and date of the person signing the report. THIS IS NOT THE ACTUAL SIGNATURE. YOU WILL NEED TO PRINT THIS PAGE AND SEND IN AN ORIGINAL SIGNATURE TO SATISFY REPORTING REQUIREMENTS.
5. Add the Date in the Date box.
6. Click "Save Changes". If you have not completed part of this form you will not be able to save the form until those fields are completed. If you cannot figure out what you are missing please call us.
7. Once you have saved your form you are now ready to fill out the GM FORM.

GM FORM

When you click on "GM Generation Management" you will see this warning. Hit OK.

The screenshot shows the "Generation and Management [GM] Forms for ABC CA0000000000" window. At the top, it displays "EPA ID: CA0000000000", "Page: 00001", "RePage", "Year: 2010", and a checked "EPA Required" box. Below this is a text field "Enter the Waste Description Here". There are two sections for codes: "EPA Waste Codes" and "State Waste Codes", each with a list box. Below these are "Source Code:" and "Form Code:" dropdown menus, both showing "INVALID SOURCE CODE" and "INVALID FORM CODE" respectively. A green box highlights the "Generated in" field (set to 2010), a calculation field showing "0.000000 = 0.0000 Tons", the "Unit of Measure:" dropdown (showing "INVALID UNIT OF MEASURE CODE"), and the "Density:" field (set to 0.00). To the right of these fields is a "Waste Minimization" dropdown. Below the green box are two buttons: "Add/Edit ON-SITE Treat/Disposal/Recycle" and "Add/Edit OFF-SITE Shipments for Treatment/Disposal/Recycling". At the bottom is a "COMMENTS" section with a text area "Enter Comments Here". On the right side, there is a vertical toolbar with buttons: "Search", "Add(F3)", "Save(F4)", "Undo(F5)", "Copy", "Move", "Delete", "Check", "Print(F2)", "Report", "Guide", "Help", and "EXIT(Esc)". Red arrows point to various fields and buttons: the waste description field, EPA and State Waste Codes, Source and Form Code dropdowns, the "Generated in" field, the "Unit of Measure" dropdown, the "Density" field, the "Add/Edit ON-SITE" button, the "Add/Edit OFF-SITE" button, the "COMMENTS" section, the "Add(F3)" button, the "Save(F4)" button, and the "EXIT(Esc)" button.

1. Enter a description of the waste.
2. Enter all related EPA Waste Codes
3. Enter all related State Waste Codes
4. Select the Source code (you may only have one source code per GM Form) If you use G25 you will have special instructions. Please contact the BR Staff if you need to use this Source Code.
5. Select the Form Code (you may only have one form code per GM Form)
6. Enter the quantity generated
7. Chose the Unit of Measure, if you have chosen option 5, 6, or 7 you will need to provide the density of the waste and indicated whether this is in pounds or specific gravity.
8. Choose the Waste Minimization Code for this waste stream.
9. If you treated the waste on-site Click on the Add/Edit On-Site Treat/Disposal/Recycle and provide the required information.
10. If you shipped the waste off-site, click the Add/Edit Off-Site Shipments for Treatment/Disposal/Recycling. You will then need to enter the EPA ID number of the TSDF, the Management Method Code and Quantity Shipped. In most cases the total from this section should match the total from the generation field.
11. If you use G09, G19, G39, G49, G75, W119, W219, W319, W409, W519 or W609 you must specify in comments.
12. If you use the waste minimization code of Y or N you must detail in comments.
13. Click Save.

WR FORM

Click “WR Waste Received” to enter data for waste received, you will see this dialog box. Hit “Yes”.

Select an option now (click a button or type Y or N)

**No Form WR exists for this site
Do you want to create one?**

(N)O - DON'T DO IT (Y)ES - DO IT

Waste Received from OFFSITE by this TSD Facility

EPA ID: CA0000000000 Page 00001 1 Year: 2010 ☒ EPA FORM WR

Federal Waste Codes

State Waste Codes

Source EPA ID (Generator)

Quantity Received: 0.000000 0.000000 Tons

Units Of Measure: INVALID UNIT OF MEASURE CODE

Density: 0.00

Waste Form: INVALID FORM CODE

Treatment System: INVALID CODE

COMMENTS

Facility Waste Receipts Summary:

Form Treatment Waste Code ID/Form ID/System

Search

Add

Save

Undo

Delete

Print

Help

Move

EXIT

1. Enter the description of the waste in the large white box.
2. Click on “Federal Waste Codes” and enter all federal codes that are associated with this waste stream.
3. Click on “State Waste Codes” and enter all state codes that are associated with this waste stream.
4. Click in the white box under “Source EPA ID” and enter the EPA ID number of the facility which generated the waste. (The facility from which the waste was received).
5. Enter the amount of waste received in the Quantity Received field.
6. Select the unit of measure. If you use 5, 6, or 7 you must enter the density of the waste and whether it is in lbs/or specific gravity.
7. Enter the Form code associated with this waste stream. You may only have one Form Code per WR form.
8. Enter the Treatment System Code associated with this waste steam. You may only have one Treatment System Code per WR form.
9. If you use H039 or H129 you must specify in comments about the use of those Codes. If you use Form Codes W119, W219, W319, W409, W519 or W609 you must specify in comments or if you have additional comments. To do this click on the button “Comments”.
10. To add another WR form Hit Save and then Hit Add. If you are done with your WR forms Hit Save then hit Exit.

OI Form

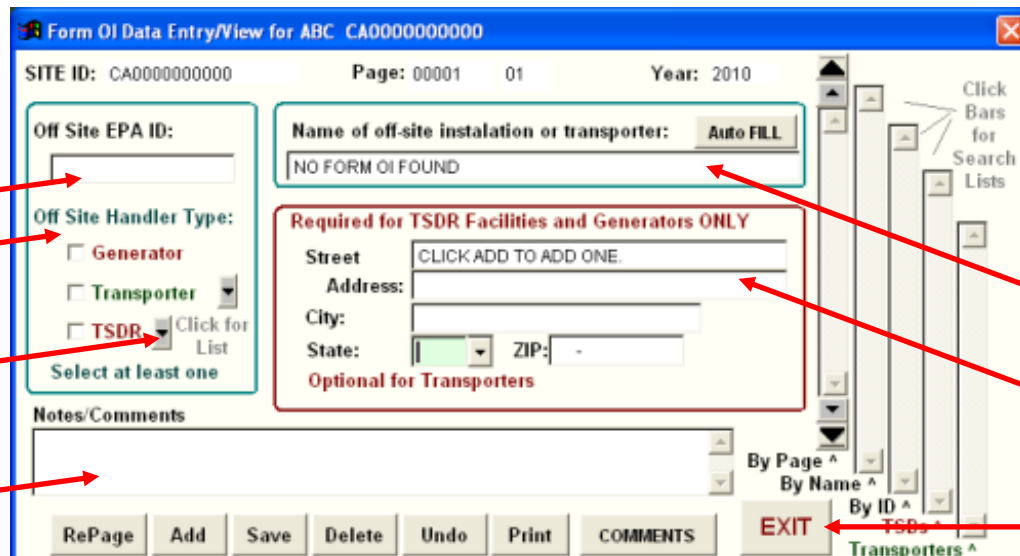


The screenshot shows the 'Form OI Startup' window. It has a blue title bar with the text 'Form OI Startup' and a close button. The main content area is white and contains the following text and buttons:

- There are no Off-Site Identification Forms for this Site**
- Click on one of the three Options Below
- A button labeled **Partially Pre-fill form OI(s) from Form GM(s)** (highlighted with a red dashed border and a red arrow pointing to it from the right).
- A button labeled **Begin Direct form OI Data Entry** (highlighted with a red arrow pointing to it from the right).
- A button labeled **Quit / Return**

Select Partially Pre-fill form OI(s) from Form GM(s).

If you want to manually enter each OI form select Begin Direct for OI Data Entry.



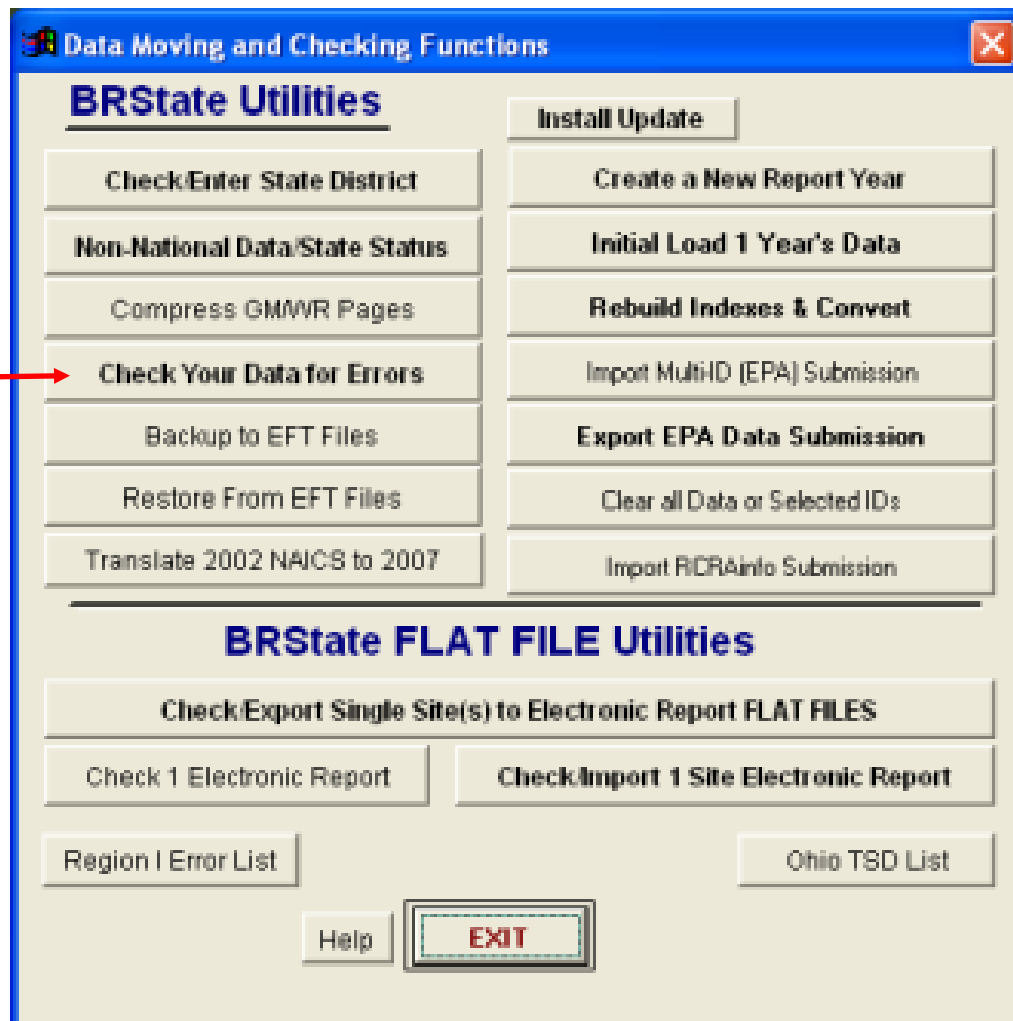
The screenshot shows the 'Form OI Data Entry/View for ABC: CA0000000000' window. It has a blue title bar with the text 'Form OI Data Entry/View for ABC: CA0000000000' and a close button. The main content area is white and contains the following fields and buttons:

- SITE ID:** CA0000000000
- Page:** 00001 01
- Year:** 2010
- Off Site EPA ID:** (text input field with a red arrow pointing to it from the left).
- Off Site Handler Type:** (checkboxes for Generator, Transporter, and TSDR. The TSDR checkbox is selected, and a red arrow points to it from the left. A 'Click for List' button is next to the TSDR checkbox).
- Name of off-site installation or transporter:** (text input field with 'Auto FILL' button and 'NO FORM OI FOUND' text. A red arrow points to it from the right).
- Required for TSDR Facilities and Generators ONLY** (red box containing fields for Street, Address, City, State, and ZIP. A red arrow points to the 'CLICK ADD TO ADD ONE.' button in the Street field from the right).
- Optional for Transporters** (text below the red box).
- Notes/Comments** (text input field with a red arrow pointing to it from the left).
- Click Bars for Search Lists** (text with arrows pointing to search bars on the right).
- By Page ^**, **By Name ^**, **By ID ^**, **TSDRs ^**, **Transporters ^** (dropdown menus on the right).
- RePage**, **Add**, **Save**, **Delete**, **Undo**, **Print**, **COMMENTS**, **EXIT** (buttons at the bottom). A red arrow points to the EXIT button from the right.

1. Enter the Off-Site EPA ID number then Select the Handler Type. If it is a TSDR select the appropriate facility using the down pointing arrow and picking from the list. This will pre-load part of the facility information.
2. Fill in all of the name and address fields.
3. Enter any Notes or Comments.
4. To add another OI form hit Save and then hit Add.
5. If you are finished entering OI forms hit Save and then hit Exit.

Checking your report for errors

To get to this screen go the Start up screen. Select “State Utilities (Import Export)”.



1. Click “Check Your Data for Errors”

Select the Year and Type of Report

Select the Type of Error List Report and the Year's Data to Check:

2007 Report Data
2009 Report Data
2010 Report Data

☒ List by Reporter
☐ List By Error

☒ Basic Edits
☐ Format Checks
☐ Delete Duplicate / Fix Invalid
☐ Advanced Edits
☐ Data Quality Checks
☐ Page Quantity Checks
☐ Data not Included Checks
☐ TSDR checks

Choose IDs to check

Save/Continue

Discard/Quit

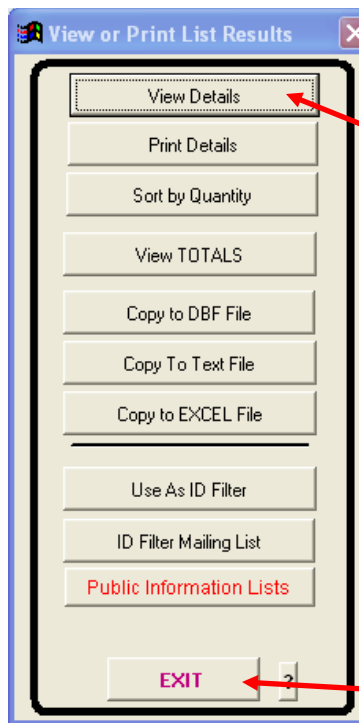
Region I Error List

Ohio TSD List

Help

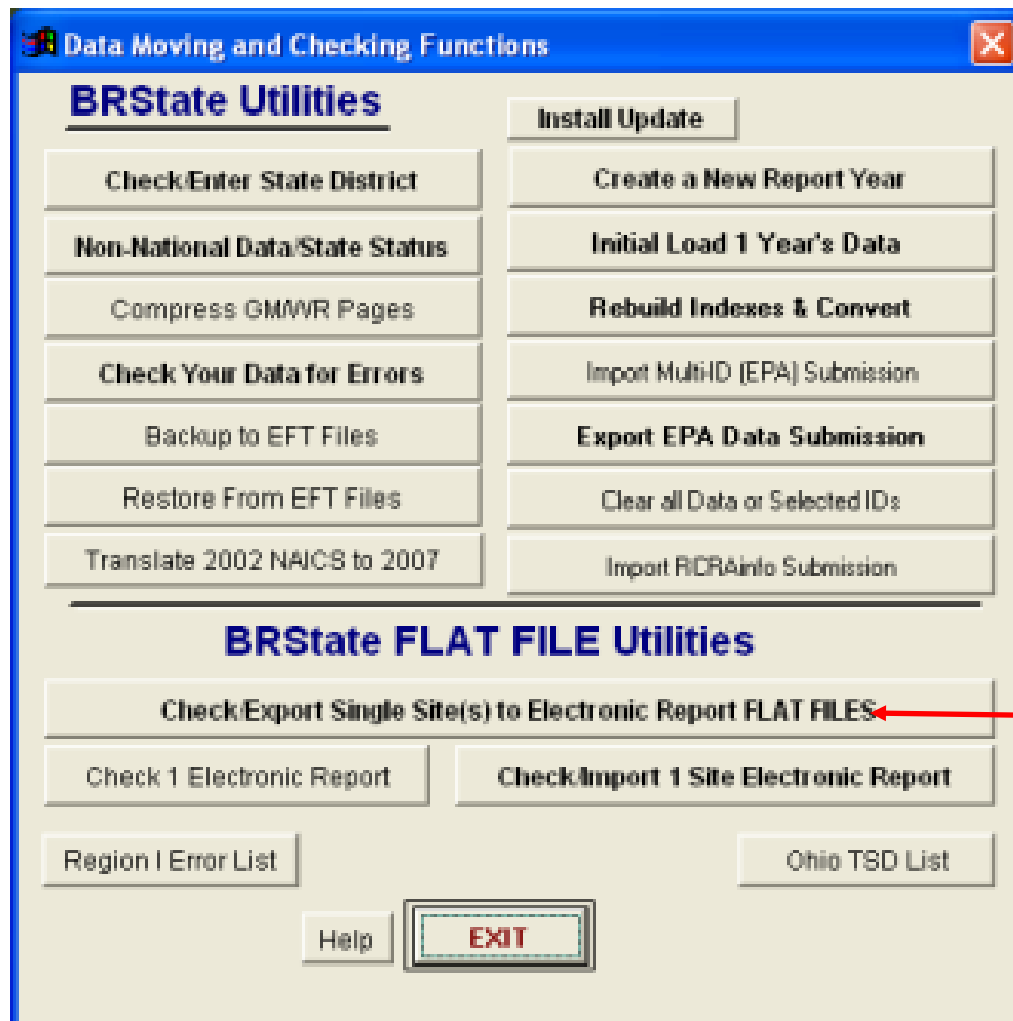
EXIT

1. Select the correct year.
2. Make sure all of the error checks boxes are checked.
3. Click "Choose IDs to check" and find your facility.
4. Hit Save/Continue.



1. Select View Details, if you see nothing you are ready to create your submission file. Click Exit.
2. If there are Errors you must fix them before submission unless you have spoken to the Annual or Biennial Staff about the errors. Please contact us if you have questions about the errors.
3. Hit Exit to return to the "State Utilities (Import Export)" page.

Creating your submission file



1. Select "Check/Export Single Site(s) to Electronic Report FLAT FILES"

Select the Source Year, Target, and Type of Report

Select the Year to Export From:

2007 Report Data
2009 Report Data
2010 Report Data

Select the Type of Export and the Target Directory:

Choose Sites/IDs to Check and Submit

Check for errors first

☒ Basic Edits
☒ Format Checks
☒ Page-Quantity Checks
☒ Data Quality Checks

Choose the last digit of the Target (report) Year (if different) 0

NOTE: you can not save the submission directly to a CD
save to C:\BRS\Submit - then burn to a CD using Roxio/Nero/etc.

Target Disk and Directory/Folder (where to save the submission):

C:\BRS\Submit To copy to CD, etc.
A:\BR8DISK Creates a Report Diskette
Other To copy to a LAN drive/other

☐ PKZIP the Submission to a file named like: (Your ID) BR2007.zip

Discard/Quit Save/Continue

1. Select the correct year.
2. Select where you want the files to be saved to.
3. Click "Choose Sites/IDs to Check and Submit"

Select the IDs to Report on and save as an ID filter.

Source IDs and Names for the Selected Year
CA0000000000 ABC

Selected IDs list
CA0001037902
CA2170023152
CA2890012584
CA2890090002
CA4890008986
CA6170024289
CA7170090016
CA7210020750

>
>>
<
<<

Retrieve From a Named ID Filter
Save As a Named ID Filter

Source Year
2007 Report Data
2009 Report Data
2010 Report Data

CONTINUE / Add to Active Filter
CONTINUE / Use the Selected IDs
QUIT/Discard/RETURN

Select (CLICK) or multi-select (SHIFT+CLICK) items in the lists. Use the command (<>) buttons or drag items between the lists. Double-clicking an item in a list also moves it to the other list.

☐ PKZIP the Submission to a file named like: (Your ID) BR2007.zip

Discard/Quit Save/Continue

1. Move the ID(s) you want to the "Selected IDs list"
2. Check that the correct year is selected.
3. Click "CONTINUE/ Use the Selected IDs, this will take you back to the previous page.

Select the Source Year, Target, and Type of Report

Select the Year to Export From:

2007 Report Data
2009 Report Data
2010 Report Data

Select the Type of Export and the Target Directory:

Choose Sites/IDs to Check and Submit

Check for errors first

☒ Basic Edits
☒ Format Checks
☒ Page-Quantity Checks
☒ Data Quality Checks

Choose the last digit of the Target (report) Year (if different) 0

NOTE: you can not save the submission directly to a CD
save to C:\BRS\Submit\ - then burn to a CD using Roxio/Nero/etc.

Target Disk and Directory/Folder (where to save the submission):

C:\BRS\Submit\.
A:\BRS\DISK\.
Other

To copy to CD, etc.
Creates a Report Diskette
To copy to a LAN drive/network

☐ PKZIP the Submission to a file named like: (Your ID) BR2007.zip

Discard/Quit Save/Continue

1. After you have selected the IDs you want to include make sure all of the "Check for errors first" boxes are selected.
2. Make sure you check the box "PKZIP the Submission to a file named like: (Your ID) bR2007.zip. This will make your zip file in place of the 2007 the selected year will be generated.
3. Hit "Save/Continue", when the Error Check page comes up. Review the "view details" to ensure there are not any errors in the report.
4. Once you have checked for any errors hit "Exit" and it will create your zip file (a black box will appear signifying that it is creating the file)
5. Go to the folder where you set the export to go to and look for the zip file. This is the file you will need to send in. You may copy it to a floppy disk, CD-R, CD-RW, or put it on a flash drive (USB). These will not be returned to you, so please make sure you take any personal items off of the media.
6. REMEMBER YOU MUST PRINT PAGE 4 OF THE SITE ID TO SEND WITH YOUR ZIP FILE. YOU MUST SIGN THAT PAGE WITH AN **ORIGINAL** SIGNATURE. PLEASE DO NOT USE A BLACK PEN.
7. You are almost done. Please mail your signature page and zip file to us either by U.S. Mail or FedEx/UPS.